

Retention and Classification Report

Agency: Salt Lake City (Utah). Animal Control (1414)

511 West 3900 South
Salt Lake City, UT 84123
264-2243

Records Officer

82697	Animal control activity reports
82692	Animal control citations
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AGENCY: Salt Lake City (Utah). Animal Control

SERIES: 82697

3

TITLE: Animal control activity reports

DATES: 1984-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These reports are compiled monthly to show activity of Animal Control operations. These reports include date, statistical information for each officer involved in stray dogs or cats picked up, other impounds, injured animals, dead animals, home or other quarantines, total animals handled, licenses sold, other activities, citations issued, warnings issued, service response calls, night response calls, and total miles patrolled. Also lists number of dogs, puppies, cats, kittens or other animals received, redeemed, sold, given away, destroyed, and total of animals on hand at first and end of each month.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative

This retention is based on the administrative needs expressed by the division.

AGENCY: Salt Lake City (Utah). Animal Control

SERIES: 82692

3

TITLE: Animal control citations

DATES: 1978-

ARRANGEMENT: alphabetical by owner's name, thereunder chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are citations given to dog owners for infractions of SLC Ordinance 100-1-1 thru 33, (i.e. not having a license, dog running at large, female in heat, no rabies vaccination, or having more than two dogs on premises). These citations include citation number, license number, owner's name and address, violation, ordinance number, date and time.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 05/1987

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Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative

This retention is based on the administrative needs expressed by the division.

AGENCY: Salt Lake City (Utah). Animal Control

SERIES: 82694

3

TITLE: Animals for medical research records

DATES: 1972-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These files contain information on all animals purchased by medical facilities for research purposes. These files include billing information, receipts for money received, correspondence, and log recording each transaction by date.

RETENTION:

Retain 7 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 05/1987

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Paper: Retain in Office for 7 years and then destroy.

APPRAISAL:

Administrative

This retention is based on the administrative needs expressed by the division.

AGENCY: Salt Lake City (Utah). Animal Control

SERIES: 82696

3

TITLE: Complaint files

DATES: 1984-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.30 cubic feet.

DESCRIPTION:

These files contain complaints received by Animal Control. These files include date, time, initials of person taking complaint, name of complainant, address, telephone number, owner of animal, address, license number, details of complaint, information concerning victim bitten and biting animal.

RETENTION:

Retain 1 year or until resolution of litigation

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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APPROVED: 05/1987

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Paper: Retain in Office for 1 year or until resolution of litigation and then destroy.

APPRAISAL:

Administrative

This retention is based on the administrative needs expressed by the division.

AGENCY: Salt Lake City (Utah). Animal Control

SERIES: 82698

3

TITLE: Daily field reports

DATES: 1983-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These report forms are completed daily by each animal control officer. These reports include officer's name, time on and off duty, patrol time and area, day of week, vehicle number used, beginning and ending mileage, total of type of activity performed such as picking up stray dogs, quarantines, dead animals, and complainants called on location.

RETENTION AND DISPOSITION AUTHORIZATION:

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APPROVED: 05/1987

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Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative

This retention is based on the administrative needs expressed by the division.

AGENCY: Salt Lake City (Utah). Animal Control

SERIES: 82700

3

TITLE: Dog license automated file

DATES: 1980-

ARRANGEMENT: none

ANNUAL ACCUMULATION:

DESCRIPTION:

This automated file shows all dogs licensed in Salt Lake City. This file includes owner's name, breed of dog, sex, color, expiration date of license, date of rabies vaccine, name of dog, indication if dog has been altered, license fee.

RETENTION AND DISPOSITION AUTHORIZATION:

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APPROVED: 05/1987

FORMAT MANAGEMENT:

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Computer data files: Retain in Office for 4 years and then delete.

Computer magnetic storage media: Retain in Agency Record Center for 2 weeks and then erase.

APPRAISAL:

Administrative

This retention is based on the administrative needs expressed by the division.

AGENCY: Salt Lake City (Utah). Animal Control

SERIES: 82691

3

TITLE: Dog license files

DATES: 1980-

ARRANGEMENT: Numerical by license number

ANNUAL ACCUMULATION: 1.10 cubic feet.

DESCRIPTION:

These files indicate dog license fees were paid. In 1983, this record was automated. These files include owner's name, breed of dog, sex, color, expiration date of license, expiration date of rabies vaccine, name of dog, indication if dog has been altered, license fee, when paid, etc.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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APPROVED: 05/1987

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Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative

This retention is based on the administrative needs expressed by the division.

AGENCY: Salt Lake City (Utah). Animal Control

SERIES: 82690

3

TITLE: Impound fee, board and sales cash receipts

DATES: 1982-

ARRANGEMENT: Numerical by receipt number

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These files contain the record of all money received for the board of animals, impound and sales. They are used for audit purposes. These files include receipt number, date, name received from, address, breed, color and sex of animal, whether spayed, date in and out, and fee amounts charged.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

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APPROVED: 05/1987

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Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal

This retention is based on the standard three year audit period.

AGENCY: Salt Lake City (Utah). Animal Control

SERIES: 82699

3

TITLE: Master log

DATES: 1979-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

These are large books divided into two sections, one for dogs and one for other animals. They are used for reference and backup information. These books include date animal brought in, breed, sex, color, location picked up, name of officer picking up, and information concerning the animal's disposition.

RETENTION AND DISPOSITION AUTHORIZATION:

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APPROVED: 05/1987

FORMAT MANAGEMENT:

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Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

Administrative

This retention is based on the administrative needs expressed by the division.

AGENCY: Salt Lake City (Utah). Animal Control

SERIES: 82695

3

TITLE: Report master cards

DATES: 1982-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.20 cubic feet.

DESCRIPTION:

These are cards completed for each animal brought into Animal Control facilities. These cards include date brought in, assigned pen number, page number entered in log, tag number, owner's name, address, and phone (if available); license number, location picked up, kind of animal, breed, sex, color, reason, and other information related to adoption or disposal.

RETENTION AND DISPOSITION AUTHORIZATION:

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APPROVED: 05/1987

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Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

Administrative

This retention is based on the administrative needs expressed by the division.

AGENCY: Salt Lake City (Utah). Animal Control

SERIES: 82693

3

TITLE: Request for rabies examination

DATES: 1981-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These files contain requests for rabies examinations. A request is sent to the Department of Health when a person is bitten by a dog and the dog did not have its rabies shots. The dog must be killed and the brain examined to determine whether the dog was rabid. These files include date received, date reported, lab number, person's name who was bitten, age, sex, phone number, address, patient information, bite information, physician's name, hospital, address, phone, and laboratory report.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 05/1987

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APPRAISAL:

Administrative

This retention is based on the administrative needs expressed by the division.

AGENCY: Salt Lake City (Utah). Animal Control

SERIES: 82693

TITLE: Request for rabies examination

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